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Subject: RE: Region 5 State Pesticide Lab Directors Meeting- FINAL Agenda and Meeting details
Attachments: 2020 State Pesticide Lab Directors Meeting Agenda FINAL 9 21 20.docx

Hello,

We are looking forward to the *Region 5 Lab Directors Annual Meeting* this week. This will be the first virtual meeting of this group (hopefully we will be able to meet in person next year). In addition to pesticide formulation and pesticide residue check sample updates and updates on Quality Topics, we will have a discussions on hemp and how the labs have functioned during the pandemic.

Final Agenda

Attached please find the final agenda for the Meeting on *Wednesday and Thursday, September 23 and 24 from 1 pm to 4:30 pm* each day. I will post the agenda during the meeting at the beginning and between presentations, during the break. Each day the meeting link will be in the calendar appointment along with the call-in number and conference code (which are also found in the agenda). The meeting links will be different each day.

Files and Presentations:

If you have slides to present, please have them ready on your desktop and find the share screen (rectangle with arrow pointing upward) option. Once the share screen opens, look for desktop at the bottom and click on the file you wish to display. Don't forget to unmute yourself before talking.

Sharing Files

You can also send the presentation to me ahead of time. After the meeting, I will share documents that you would like to share with each other through our FTP service. The documents will be posted and available for 45 days.

Questions:

You can raise your hand to ask a question or use the Chat option. After each presentation I will check the Chat for questions.

Audio/Connection Issues:

If you are having audio problems and cannot hear or cannot be heard, I have been advised that the best way to troubleshoot is to simply close the program and reopen. I will open the meeting at least 10 minutes before the meeting begins so you can test your connections.

Please Mute Yourself:

For best meeting quality, please mute your lines while someone is making a presentation.

In case you would like to refresh knowledge, Microsoft Teams Quickstart Guide offers free training and tutorials: Get free training, tutorials, and videos for Microsoft Teams <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-us&rs=en-us&ad=us>

We will miss seeing everyone this year. Please let me know if you have any questions.

Margaret

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